

DATED MATERIAL - OPEN IMMEDIATELY

**Closing Date: October 28, 2002**

Fulbright-Hays  
Group Projects Abroad Program

**Fiscal Year 2003**  
**APPLICATION FOR NEW GRANTS**

CFDA No. 84.021

OMB No. 1840-0068

Expiration Date: 06/30/2004



International Education and Graduate Programs Service  
U.S. Department of Education  
Washington, D.C. 20006-8521

## GROUP PROJECTS ABROAD PROGRAM

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August 2002

Dear Applicant:

Thank you for your interest in the *Fulbright-Hays Group Projects Abroad* (GPA) program. Included in this application booklet are the program introduction, instructions and forms needed to submit a complete application package to the U.S. Department of Education.

The GPA program supports short term study abroad opportunities for faculty and teachers to strengthen area studies, and for upperclassmen and graduate students to improve foreign languages.

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

We look forward to receiving your application and appreciate **your efforts to meet the country's need for a new generation educated to face the many challenges of the 21<sup>st</sup> century.**

Best regards,

Wilbert Bryant  
Deputy Assistant Secretary  
for Higher Education Programs

**SECTION A**

**PROGRAM INFORMATION**

# INTRODUCTION OF THE FULBRIGHT-HAYS GROUP PROJECTS ABROAD PROGRAM

## **AUTHORIZATION**

Public Law 87-256, the Mutual Educational and Cultural Exchange Act of 1961, commonly known as the Fulbright-Hays Act, Sec.102 (b)(6).

## **PURPOSE**

The Fulbright-Hays Group Projects Abroad program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing training opportunities for faculty, teachers, and upperclassmen and/or graduate students in foreign countries where the United States has diplomatic representation. Awards are made under the program to conduct overseas group projects in research, training and curriculum development.

## **ELIGIBLE APPLICANTS**

- Institutions of higher education
- State departments of education
- Private nonprofit educational organizations, and
- Consortiums of such institutions, departments, and organizations

## **ELIGIBLE PARTICIPANTS**

- A citizen, national, or permanent resident of the United States and
- A faculty member in modern foreign languages or area studies;
- A teacher in an elementary or secondary school;
- An experienced educator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies in modern area at the elementary, secondary, or postsecondary levels; or
- A graduate student or junior or senior in an institution of higher education, who plans a teaching career in modern foreign languages area studies.

*Cost sharing by institutions, organizations and participants is encouraged.*

## **KEY DATES**

- Closing date: October 28, 2002
- Award date: Late February 2003
- Possible date to begin budget period: April 1, 2003

## **CONTACT PERSON**

Program Officer: Lungching Chiao  
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## **TYPES OF PROJECTS FUNDED UNDER THIS PROGRAM**

- **Short-Term Seminars**

A short-term seminar is designed to help integrate international studies into an institution's or school system's curriculum. Seminars normally are four to six (4-6) weeks in length and focus on a particular aspect of area studies, such as, for example, the culture of the area or a portion of the culture.

- **A Curriculum Development Team**

A curriculum development team composed of several faculty members or teachers or administrators, may spend four to eight (4-8) weeks in a foreign country or region acquiring resource materials for curriculum development in the modern foreign language or area studies programs. Resource materials may include artifacts, documents, books, educational films, museum reproductions, recordings, and other instructional materials. The project shall provide a systemic use and dissemination in the U.S. of the acquired materials.

- **Group Research or Study Projects**

A group research or study project is designed to permit a group of faculty from institutions of higher education and graduate and undergraduate students to undertake research or study in a foreign country or region for a period of three to twelve (3-12) months. The institution should make arrangements for any clearances or affiliations necessary for conduction research in the host country. The participants must have the requisite language proficiency. In addition, the disciplinary competence of the participants should be correlated with their research topics.

- **Advanced Overseas Intensive Language**

An advanced overseas intensive language project is designed to take advantage of the opportunities present in the foreign country by providing intensive advanced foreign language training. Language training shall be given at the advanced level, i.e., at the level equivalent to that provided to students who have successfully completed at least two academic years of language

training. The language to be studied shall be indigenous to the host country and maximum use shall be made of local institutions and personnel. Under the grant, an advanced overseas intensive language project period may range up to three years. Project activities may be carried out during a full year, an academic year, a semester, a trimester, a quarter or a summer. The U.S. institution may enter into a cooperative arrangement with a foreign institution whereby the latter will provide institutional facilities and other forms of assistance.

## **FINANCIAL PROVISIONS**

The grant does not provide funds for project-related expenses within the United States.

Grant funds may be used only for the following:

- a maintenance stipend based on fifty percent of the amount established in the U.S. Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas;"
- round-trip international travels;
- a local travel allowance for necessary project-related travel within the host country;
- purchase of project-related artifacts, books, and other teaching materials in the country of study;
- rent for instructional facilities in the country of study;
- clerical and professional services performed by resident instructional personnel in the country of study; and
- other expenses in the country of study, if necessary for the project's success and approved in advance by the U.S. Department of Education.

## **EXPECTED FUNDING LEVELS**

- The amount estimated for the FY 2003 is \$4,415,000
- The estimated amount will support approximately 43 new awards and 15 languages non-competing continuation awards (Advanced Overseas Intensive Language projects ) in FY 2003

(Pages B4-6)

See Federal Register announcement at

<http://www.ed.gov/legislation/FedRegister/announcements/index.html>



(Pages B7-8)

Refer to the Mutual Educational and Cultural Exchange Act of 1961

(P. L. 87-256) Section 101 and 102 at <http://www4.law.cornell.edu/uscode/22/ch33.html#PC33>

(Pages B9-12)

Refer to August 31, 1998 Federal Register for new program regulations – Part 664-Fulbright-Hays Group Projects Abroad Program at

<http://www.ed.gov/legislation/FedRegister/finrule/1998-3/083198c.html>

## **SECTION B**

### **FORMS AND INSTRUCTIONS**

See links on Web application page to the following forms:

**ED Standard Form ED-424**

(Page C1)

**Instructions for Form ED-424**

(Pages C2-3)

**Protection of Human Subjects in Research (Attachment to ED 424)**

(Pages C4-5)

See links on Web application page to the following forms:

**Budget Information Form (ED Standard Form 524)**  
**Instructions for ED-524**

(Pages C6-7)

(Page C8)

## SUPPLEMENTARY INFORMATION

### Fulbright-Hays Group Projects Abroad Program

#### Program Narrative

Public reporting burden for this collection of information estimated to average 100 hours per response for new applicants, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or another aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paper Work Reduction Project 1840-0068 Washington, D.C. 20503.

The forms to be used for applying for Federal Education Assistance under the Fulbright-Hays Group Projects Abroad program of the U.S. Department of Education include Form ED-424 (Application for Federal Education Assistance) and Form ED-524 (Budget Information Non-Construction Programs).

In order to facilitate the review process, applicants should submit an original and two copies of the application to the Application Control Center at the address listed in the Application Transmittal Instructions in this package.

All information required by the regulations governing the program (see Pages B 8-11) should be in the program narrative, or appendices. The appendices are limited to supporting documents, such as resumes of all key project personnel (not to exceed 3 pages per person), support letters, documents confirming the availability of host country services, etc. The body of narrative should not exceed thirty-five (35) double-spaced typed pages.

In organizing the program narrative, applicants are encouraged to follow the order of the evaluation criteria (see program regulations, Sections 664.31), which will be used by the review panelists to evaluate your application, and provide a one-page abstract.

Applicants under the advanced overseas intensive language category must provide a plan of operation for each year for which funding is requested.

## **BUDGET INFORMATION**

Federal funds under the Fulbright-Hays Group Projects Abroad program are provided only for foreign expenses. Current maintenance allowances for project participants are contained on pages C21-30. Rules establishing these rates are found in Section 664.4 of the Regulations. Since all funded project activities occur in foreign countries, no indirect charges are paid under the program.

Applicants are requested to provide an itemized budget, showing both Federal funds and non-Federal contributions. Applicants under the advanced overseas intensive language category must provide an itemized budget for each year for the total grant period requested. The Department will negotiate at the time of the initial award the funding levels for each year of the grant award.

## **PERFORMANCE REPORT**

The grantee must submit an annual performance report in accordance with the Department of Education General Administrative Regulations (EDGAR 34 CFR, Sec. 75.118.) The performance report should include the most current performance and financial expenditure information to date. If a grantee fails to submit performance report that meets the requirements in the 34 Code of the Federal Regulations (34 CFR, Sections 74.82, 75.590, 75.720, and 80.40, the Secretary may deny continued funding for the project.

### **EVALUATION OF EXCHANGE, LANGUAGE, INTERNATIONAL and AREA STUDIES (EELIAS) and CONTINUATION AWARDS**

#### *EVALUATION OF EXCHANGE, LANGUAGE, INTERNATIONAL and AREA STUDIES (EELIAS) and CONTINUATION AWARDS*

On August 25, 2000, the Office of Management and Budget (OMB) approved the EELIAS electronic reporting system. The online system enables the Office of International Education and Graduate Programs Service (IEGPS) to collect comparable performance information and project data for the fourteen Title VI and Fulbright-Hays programs it administers.

How does this affect you, the applicant? If your project is awarded in FY 2003 under the Fulbright-Hays Group Projects Abroad program grant, you will be required to submit your project performance report using EELIAS. The performance report will assist IEGPS program officers in determining whether the Advanced Overseas Intensive Language project is making progress toward meeting the approved project objectives and whether making continuation awards are in the best interest of the federal government.

The EELIAS reporting instrument includes sections for grantees to input data and information that respond to the Government Performance and Results Act (GPRA).

## **AMENDMENTS**

To request a change or amendment, explain the reason for the changes.

If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. (EDGAR-Subpart L)

## **INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:**

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

### **APPLICATIONS SENT BY MAIL**

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education  
Application Control Center – Room 3633  
Attention: CFDA Number 84.021  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4725

You must show one of the following as proof of mailing:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Each late applicant will be notified that its application will not be considered.

### **IF YOU DELIVER YOUR APPLICATION BY HAND**

You or your courier must hand deliver the original and two copies of the application by 4:30pm (Washington, D.C. time) on or before the deadline date to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.021  
Room 3633  
Regional Office Building 3  
7th & D Streets, S.W.  
Washington, D.C. 20202-4725

The Application Control Center accepts deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.



(Page C12)

See link on Web application page:

**Important Notice to Prospective Participants**

**Notice to Applicants:  
The Government Performance and Results Act (GPRA)**

**What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**How has the Department of Education Responded to the GPRA Requirements?**

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Create a Culture of Achievement*
- Goal 2: Improve Student Achievement*
- Goal 3: Develop Safe Schools and Strong Character*
- Goal 4: Transform Education into an Evidence-based Field*
- Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education*
- Goal 6: Establish Management Excellence*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 5: Enhance the Quality and Access to Postsecondary and Adult Education.

**What are the Performance Indicators for the International Education Programs?**

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The objective and performance indicators are as follows:

1. **Maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions.**
  - (1.1) Title VI supported institutions provide the majority of the instruction in foreign languages, especially in less commonly taught languages.
  - (1.2) Percentage of graduates of Title VI supported programs report that they found employment that utilize their language and/or area expertise.

See links on Web application page to the following forms:

<b>Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements</b>	(Pages C14-15)
<b>Certifications Regarding Debarment, Suspension Ineligibility, And Voluntary Exclusion- Lower Tier Covered Transactions</b>	(Pages C16)
<b>Disclosure of Lobbying Activities Instructions for Completion of Self-Disclosure of Lobby Activities</b>	(Pages C17-18)
<b>Assurances -- Non- Construction Programs</b>	(Pages C19-22)
<b>State Single Points of Contact</b>	(Page C23-26)
<b>Notice to Applicants (Section of 427 of GEPA)</b>	(Page C27-28)

**SECTION C**

**OTHER IMPORTANT INFORMATION**

**Fulbright-Hays Group Projects Abroad Program (GPA)  
TECHNICAL REVIEW FORM (CFDA 84.021)**

P0 21A \_\_\_\_\_ World Area \_\_\_\_\_ Country \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Criteria	Maximum Points	Criteria	Maximum Points	Points Assigned
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1. Plan of Operation (25) 6. Impact (15)

2. Quality of Key Personnel (15) 7. Relevance to Institutional Development (05)

3. Budget & Cost Effectiveness (10) 8. Need for Overseas Experience (10)

4. Evaluation (10) 9. Program Priorities (if any) (15)

5. Adequacy of Resources (05)

Total Points: Maximum Without Priorities  Maximum With Priorities

**Summary (Please provide a brief summary of your assessment of this application)**

I have reviewed this application in accordance with the criteria published in the Federal Registry

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

**1. PLAN OF OPERATION (MAXIMUM 25 POINTS)**

Does the information show -

- i. High quality in the design of the project?
- ii. An effective plan of management that insures proper and efficient administration of the project?
- iii. A clear description of how the objectives of the project relate to the purpose of the program?
- iv. The way of the applicant plans to use its resources and personnel to achieve each objective?
- v. A clear description of how the applicant will ensure that project participants are selected without regard to race, color, national origin, gender, age, or handicapped condition.

Not Addressed 0 Points	Inadequate 1-16 Points	Adequate 17 Points	Good to Excellent 18-25 Points	Points Awarded
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**Please describe the strengths and weakness:**

**2. QUALITY OF KEY PERSONNEL (MAXIMUM 15 POINTS)**

Does the information show -

- i. The qualifications of the project director;
- ii. The qualifications of each of the other key personnel to be used in the project;
- iii. The time that each person referred to in the paragraphs (2i) and (2ii) of this section plans to commit to the project;
- vi. The extent to which the applicant will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or handicapping condition.

(To determine the qualifications of a person, look for evidence of his/her past experience and training in the fields related to the objectives of project as well as other information that application provides.)

Not Addressed 0 Points	Inadequate 1-12 Points	Adequate 13 Points	Good to Excellent 14-15 Points	Points Awarded
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**Please describe the strengths and weakness:**

**3. BUDGET AND COST EFFECTIVENESS (MAXIMUM 10 POINTS)**

Does the information show -

- i. The budget for the project is adequate to support the project activities; and
- ii. Costs are reasonable in relation to the objectives of the project.

Not Addressed 0 Points	Inadequate 1-6 Points	Adequate 7 Points	Good to Excellent 8-10 Points	Points Awarded
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**Please describe the strengths and weakness:**



**4. EVALUATION PLAN (MAXIMUM 10 POINTS)**

Does the information show -

The project show methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable?

<b>Not Addressed 0 Points</b>	<b>Inadequate 1-6 Points</b>	<b>Adequate 7 Points</b>	<b>Good to Excellent 8-10 Points</b>	<b>Points Awarded</b>
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**Please describe the strengths and weakness:**

**5. ADEQUACY OF RESOURCES (MAXIMUM 5 POINTS)**

Does the information show -

The facilities and /or supplies that the applicant plans to use are adequate.

Not Addressed 0 Points	Inadequate 1-2 Points	Adequate 3 Points	Good to Excellent 4-5 Points	Points Awarded
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**Please describe the strengths and weakness:**

**6. RELEVANCE TO INSTITUTIONAL DEVELOPMENT (MAXIMUM 5 POINTS)**

The project's relevance to the applicant's educational goals and its relationship to its program development in modern foreign languages and area studies.

Not Addressed 0 Points	Inadequate 1-2 Points	Adequate 3 Points	Good to Excellent 4-5 Points	Points Awarded
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**Please describe the strengths and weakness:**

**7. IMPACT (MAXIMUM 15 POINTS)**

The information that shows -

The potential impact of the project on the development of the study of modern foreign languages and area studies in American education.

<b>Not Addressed</b>	<b>Inadequate</b>	<b>Adequate</b>	<b>Good to Excellent</b>	<b>Points</b>
<b>0 Points</b>	<b>1-12 Points</b>	<b>13 Points</b>	<b>14-15 Points</b>	<b>Awarded</b>

**Please describe the strengths and weakness:**

**8. NEED FOR OVERSEAS EXPERIENCES (MAXIMUM 10 POINTS)**

The extent to which direct experience abroad is necessary to achieve the project's objectives and the effectiveness with which relevant host country resources will be utilized.

Not Addressed 0 Points	Inadequate 1-6 Points	Adequate 7 Points	Good to Excellent 8-10 Points	Points Awarded
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Please describe the strengths and weakness:

**9. PROGRAM PRIORITIES (IF ANY) (MAXIMUM 5 POINTS)**

To what extent does the project meet the program priorities announced in the Federal Register for this year's competition?

Not Addressed 0 Points	Inadequate 1-12 Points	Adequate 13 Points	Good to Excellent 13-15 Points	Points Awarded
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Please describe the strengths and weakness:

## **Fulbright-Hays Maintenance Allowances**

Fulbright-Hays training grants maintenance allowances are based on current cost-of-living data provided by the Department of State. Additional and more up-to-date information on costs of living obtained at the time individual applications are reviewed by diplomatic missions and binational commissions overseas may require modifications of these rates at a later date.

The allowances of fellows jointly sponsored by US/ED and other organizations [e.g., International Research and Exchanges Board (IREX), Social Science Research Council (SSRC)] will be adjusted according to formulas agreed upon between agencies.

*(The maintenance rates of the Fulbright-Hays Group Projects Abroad Program are based on 50% of U.S. Government per diem rates)*

**(The link to the FY 2002 foreign per diem rates --pages E1-19 -- can be found on the Web application page. These per diem rates are published by the U.S. Department of State at <http://www.state.gov/m/a/als/prdm/2002/12167.htm>.)**

## LIST OF NATIONAL RESOURCE CENTER OUTREACH COORDINATORS FOR 2000-02 GRANT CYCLE

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